

INTRODUCTION

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PROCUREMENT **TOOLBOX**

WELCOME TO THE PROCUREMENT TOOLBOX

The PROCUREMENT TOOLBOX: A COMPREHENSIVE GUIDE TO GETTING + KEEPING YOUR FEMA GRANT DOLLARS! (ToolBox for Local + Tribal Subrecipients) was created to assist the Subrecipient (Applicant) to better understand and meet Federal regulatory requirements in the procurement process. If you procure materials, supplies, goods and services using Federal funds, you need this ToolBox.

Scope of this Publication + Disclaimer

This document provides **guidance** on **Federal procurement regulations** as stated in *Code of Federal Regulations (CFR) 44 CFR 13.36* and *2 CFR 200*.

Please remember that this publication addresses **Federal procurement requirements** *only*. The use of State and local funds may have **different requirements**. **FEMA requires that the Subrecipient (Applicant) follow the most restrictive process. You must also refer to your local Municipal Code and Procurement Policy.**

It is the responsibility of the Subrecipient (Applicant) to know and ensure that all Federal regulations are followed.

Purpose of this Publication

This ToolBox is intended to assist Subrecipients (Applicants) in **identifying** and **applying** the required Federal regulations for the proper **procurement** of **materials, supplies, goods** and **services** when using Federal funds.

How to Use this Publication

Do you know what methods of procurement you should use for different kinds of purchases? Do you know the **procurement requirements** based on **type** and **size** of purchase? Are you familiar with which types of **contracts** to use and when? Do you know which provisions **MUST** be included in your **contract documents** or which **procedures** you are **required** to have in *writing* ready for inspection? Do you know what to do to *ensure* procured materials, supplies, goods and services are **cost reasonable** or, for that matter, what “cost reasonable” means?

This publication provides *easy-to-read* and *follow* **charts, checklists, job aids, sample contracts** and **“What to Do! What Not to Do!”** to help you meet regulatory requirements regarding procurement using Federal funds.

References + Citations

You must know what is required by **statute** or **regulation**. You will find throughout this ToolBox source references to learn more about individual subjects.



Intended Audience

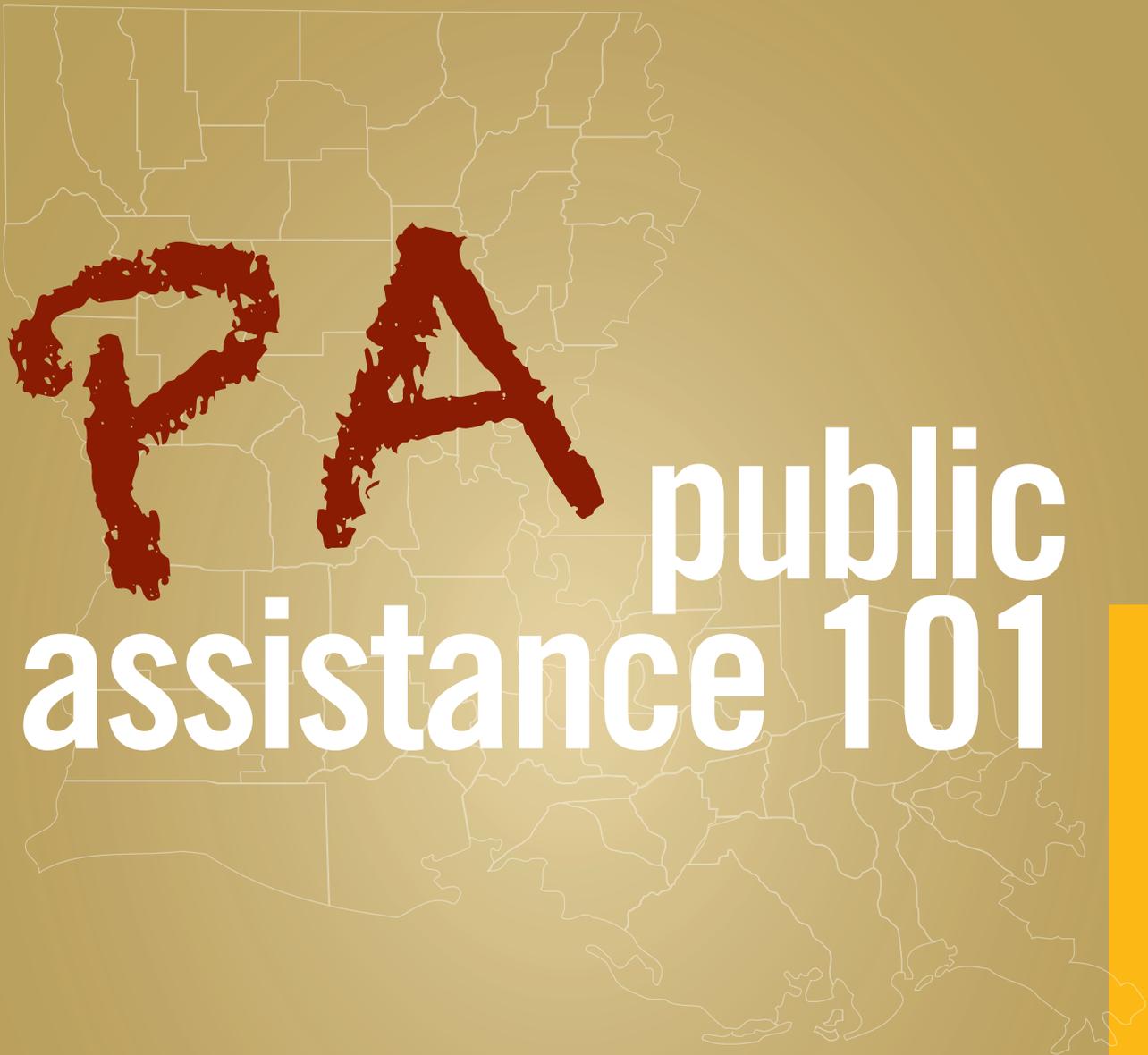
Intended audiences include Louisiana **local governing authorities** and Federally recognized **Tribal** governing authorities who receive funding from the **FEMA Public Assistance (PA)**, **FEMA Hazard Mitigation Assistance (HMA)** and **Preparedness Grant Programs**.

To the extent possible, GOHSEP will work with the Subrecipient (Applicant) to resolve procurement issues when identified.

Possible penalties for unresolved improper procurement may include:

- Withholding payments
- Suspending grant
- Repayment of disbursed funds
- Deobligating funds
- Withholding *future* grants





PURPOSE OF THIS PUBLICATION

To raise **awareness** of **assistance available** through the Federal Emergency Management Agency (FEMA) **Public Assistance (PA) program** authorized under the *Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)*.

INTENDED AUDIENCE

This publication is intended for **local** and **State** officials, Federally recognized **Tribal governments**, those **applying** for and/or **receiving** recovery-funding grants through the **FEMA PA** program and other disaster-recovery and mitigation **stakeholders**.

Public Assistance (PA) grant program

The **Public Assistance (PA) Grant Program** provides *supplemental Federal assistance* to States and local communities to **return** an area impacted by disaster to its *pre-disaster conditions* and **function**. PA supports initiatives that protect against *immediate* threats to **life, public safety** and **improved property**; the removal of **debris** as a result of a disaster and the **restoration** – through **repair** or **replacement** – of disaster-damaged **structures** and **facilities**.

WHO CAN PARTICIPATE IN THE PA PROGRAM?

There are **four (4) eligibility requirements** that must be met to participate in the **PA program**. The **Subrecipient (Applicant)** *must* be eligible for the **facility** to be eligible. The **facility** *must* be eligible for the **work** to be eligible. The **work** *must* be eligible for the **cost** to be eligible.



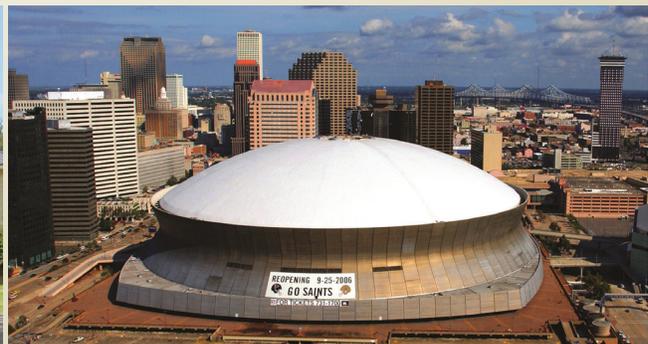
ELIGIBLE APPLICANTS

State of Louisiana	✓
Federally Recognized Tribal Governments	✓
Local Governments	Able to apply through State jurisdiction
Private Nonprofit Organizations	Able to apply through State jurisdiction

The cost of **eligible work** is typically a *shared cost*. The Federal share of assistance is no *less than 75%* of the eligible cost for **emergency measures and Permanent work**. Under certain circumstances, the Federal share may be **90%** or even **100%**.



CAMERON PARISH COURTHOUSE IN CAMERON, LA



LOUISIANA SUPERDOME IN NEW ORLEANS, LA

ELIGIBILITY REQUIREMENTS

APPLICANT

There are **four (4) types** of **eligible** Subrecipients (Applicants) for PA. If an entity meets the requirements of **one (1)** of the types, the Subrecipient (Applicant) may be **eligible** to receive **Federal disaster assistance**.

- **State government agencies.**
- **Local governments and special districts** – for example **school districts, irrigation districts, fire districts** and **utility districts**.
- **Private nonprofit (PNP) organizations.** PNPs must own or operate facilities that are open to the **general public** and that provide certain *essential* and *critical* services otherwise performed by a government agency.
- **Federally recognized Native American Indian Tribes or authorized Tribal organizations.**

WORK

To be **eligible** for PA funding, disaster recovery work performed on an **eligible facility** *must* be:

- *Required* as a *direct* result of a **major disaster** event.
- Located within a **designated disaster area**.
- The **legal responsibility** of an **eligible** Subrecipient (Applicant).

FACILITY

The facility must be:

- Located in the **designated disaster area**.
- **Damaged** by the declared disaster or emergency.
- In *active* use and **open** to the **general public** at the time of the disaster.

COST

Generally, costs that can be *directly* tied to the performance of **eligible work** are **eligible**. Costs must be:

- **Reasonable** and *necessary* to accomplish the work.
- Compliant with **Federal, State** and **local requirements** for procurement.
- *Reduced* by all applicable credits, such as **insurance proceeds** and **salvage values**.

Cost is **reasonable** if it is a cost that is both **fair** and **equitable** for the type of work being performed.

What projects/activities are funded through PA grants?

There are **two (2) broad categories** of eligible work – **Emergency work** and **Permanent work**. Each category is further subdivided as shown in the graphic to the right.

- **Emergency work** must be performed to **reduce or eliminate** an **immediate** threat to **life, protect public health and safety** and to **protect improved property** that is threatened in a significant way as a result of a disaster.
 - » **Temporary facilities** may also be eligible for PA when **services** provided at public, Tribal and critical PNPs are **disrupted** due to a major emergency or disaster event.
- **Permanent work** is **required** to **restore** a damaged facility to its *pre-disaster* design and **function** and **capacity** – in accordance with applicable codes or standards.

APPLICATION PROCESS

An **Applicant Briefing** is conducted by the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) as soon as *feasible* following a **Presidential Declaration (PD)**. At the briefing, both the Federal Emergency Management Agency (FEMA) and GOHSEP staff are available to **assist** potential Subrecipients (Applicants) in determining eligibility for PA funding.

Local communities, State agencies, Tribal authorities and eligible **PNPs** apply for assistance from **FEMA** through **GOHSEP** by completing a *Request for Public Assistance (RPA)*. The RPA is FEMA's **official** application form. The form can be submitted at the Applicant Briefing or through **LouisianaPA.com** – GOHSEP's PA grants management portal.

PA projects must meet **environmental** and **historic regulations**. To learn more, download the **EHP environmental + historic preservation** brochure and visit *Environmental and Historic Preservation Guidance for FEMA Grant Applicants* at fema.gov/office-environmental-planning-and-historic-preservation.

WHEN IS THE APPLICATION PERIOD?

An RPA must be submitted to FEMA within **30 days** after **Presidential-declaration designation** of the area where the damage occurred.

FEMA PA WORK CATEGORIES	
EMERGENCY WORK	
Category A	Debris Removal
Category B	Emergency Protective Measures
PERMANENT WORK	
Repair Restoration of Disaster-damaged Public Facilities and Property	
Category C	Roads + Bridges
Category D	Water Control Facilities
Category E	Buildings + Contents + Equipment
Category F	Utilities
Category G	Parks + Recreational + Other

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE

EXAMPLES OF ELIGIBLE PA WORK

Eligibility rules are sometimes complex and can be confusing. To learn more, refer to the FEMA *Public Assistance Program and Policy Guide* (PAPPG), Chapter 2, IV. General Work Eligibility OR visit [fema.gov/media-library/assets/documents/111781](https://www.fema.gov/media-library/assets/documents/111781) OR contact your GOHSEP PA State Applicant Liaison (SAL) OR call 225-925-7590.

EMERGENCY WORK

CATEGORY A: DEBRIS REMOVAL

Trees + woody debris	✓
Building components or contents	✓
Sand + mud + silt + gravel	✓
Wreckage produced during conduct of emergency protective measures (for example, drywall)	✓

CATEGORY B: EMERGENCY PROTECTIVE MEASURES

Alerts + warning of risks + hazards	✓
Building stabilization	✓
Emergency communications	✓
Emergency evacuations of medical and custodial care facilities	✓
Emergency mass care and shelter operations	✓
Emergency medical facilities	✓
Food + water + ice + other essential needs	✓
Blue roofs	✗
PNP facility emergency protective measures IF the facilities are otherwise eligible	✓
Rescue + care + shelter + essential needs for household pets and service animals	✓
Search + rescue	✓
Security in the declared disaster area	✓
Transportation of disaster victims	✓

Temporary generators for facilities that provide health and safety services

✓

Removal of dead animals

✓

Vector control when serious threat

✓

Under certain conditions, ice removal

✓

PERMANENT WORK

CATEGORY C: ROADS + BRIDGES

Road surfaces + bases + shoulders	✓
Road ditches	✓
Road drainage structure + low-water crossings	✓
Bridge approaches	✓
Bridge decking + pavement	✓
Bridge piers + girders + abutments	✓
Bridge slope protection	✓

CATEGORY D: WATER CONTROL FACILITIES

Canals + aqueducts + sediment basins	✓
Certain irrigation facilities	✓
Dams + reservoirs + levees	✓
Engineered drainage channels	✓
Pumping facilities	✓
Shore protective devices	✓

CATEGORY E: BUILDING + EQUIPMENT

Codes + standards upgrades or a portion of that work	✓
Contents or a portion thereof	✓

Equipment

✓

Mold remediation

✓

Restoration through repair or replacement of damaged facilities to pre-disaster design + function

✓

Routine maintenance

✗

Temporary or permanent relocation

✓

Under certain circumstances, ADA compliance work or a portion of that work

✓

CATEGORY F: UTILITIES

Communications	✓
Power generation + distribution	✓
Sewage collection systems	✓
Water treatment plants + distribution	✓

CATEGORY G: PARKS + RECREATION + OTHER

Fish hatcheries	✓
Golf courses	✓
Mass transit facilities	✓
Picnic tables	✓
Piers + boat docks	✓
Playground equipment	✓
Swimming pools + bath houses	✓
Tennis courts	✓
Trees + ground cover + landscaping	✗
Other facilities that do not fit in Categories C – F	✓

ADA	Americans with Disabilities Act
EHP	Environmental and Historic Preservation
FEMA	Federal Emergency Management Agency
GOHSEP	Governor's Office of Homeland Security and Emergency Preparedness
LAPA	Louisiana Public Assistance
PA	Public Assistance
PD	Presidential Declaration
PDA	Preliminary Damage Assessment
PNP	Private Nonprofit
RPA	Request for Public Assistance
SAL	State Applicant Liaison

FEMA Public Assistance Program and Policy Guide (PAPPG) – FP 104-009-2 / April 2017
fema.gov/media-library/assets/documents/111781

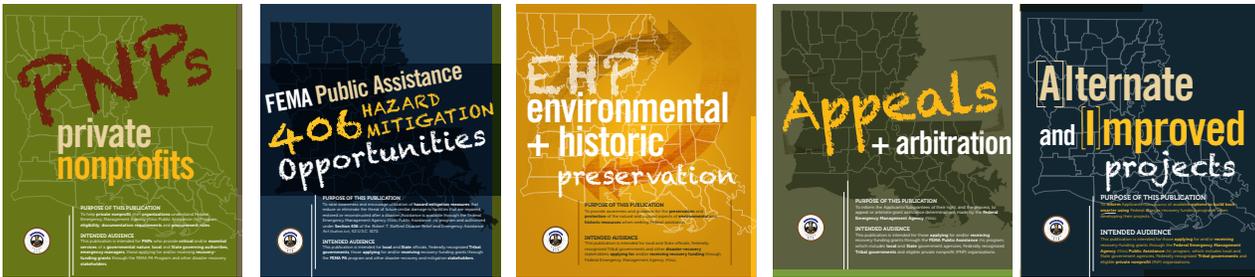
FEMA PA: Local, State, Tribal and Private Nonprofit
fema.gov/public-assistance-local-state-tribal-and-non-profit

FEMA RPA Application Form
fema.gov/library/viewRecord.do?id=2658

Louisiana Public Assistance (LAPA)
LouisianaPA.com

Stafford Act
fema.gov/media-library/assets/documents/15271

PUBLIC ASSISTANCE TOOLBOX



ALTERNATE AND IMPROVED PROJECTS *Coming Soon!*

NEED HELP?

If you need **assistance** with a **PA application** or want to **know more** about PA funding opportunities, contact your GOHSEP PA SAL or call 225-925-7590.



NEW FEMA PUBLIC ASSISTANCE (PA) MODEL



FEMA has changed the way it administers the Public Assistance (PA) Program through the introduction of a new PA model. The new model enhances performance and includes continuous improvements from Lessons Learned over time to achieve maximum potential of PA funds invested in communities after a declared emergency or disaster.

Beginning **September 12, 2017**, FEMA implemented a new delivery model for all *future* declared disasters. Under this model, projects are segmented based on the **complexity** of the type of work; workflows are transparent and accountable through the **Grants Manager** and **Grants Portal Tool**; specialized staff, roles and responsibilities are paired to fit Subrecipients' (Applicants') needs; and, **Consolidated Resource Centers (CRCs)** are used to ensure **consistency** across multiple disaster operations. To learn more, see the **Grants Manager** and **Grants Portal Tool** in the APPENDIX of this publication.

WHAT'S CHANGED	WHAT HAS NOT CHANGED
<ul style="list-style-type: none"> • Process • Roles + Responsibilities • Tools + Templates • Systems 	<ul style="list-style-type: none"> • Law • Regulations • Policy

Projects are now processed through an assembly line.

- Specialized and skilled personnel are aligned to each task.
- The process is streamlined.
- Span of control is established.

Phase I: Operational Planning: The identification of disaster impacts and Subrecipient (Applicant) recovery priorities.

Phase II: Intake Damage and Eligibility Analysis: Codify disaster-related damages – completion within **60 days** of the Recovery Scoping Meeting (RSM). Facilitation of Site Inspections.

Phase III: Scoping and Costing: Development and validation of Subrecipient (Applicant) — provided *scopes of work* and costs based on codified damage.

Phase IV: Reviews: Eligibility review queues and project obligation.

A NEW APPROACH



Segmentation: Projects divided by work type + complexity.



Standardization: New tools + checklists guide staff through work flow.



Specialization: New positions created for specific, customer-forward duties.



Consolidation: Document validation + technical review experts available across multiple disasters.





The following are new terms and acronyms used for FEMA's New PA Delivery Model:

Exploratory Call – Program Delivery Manager (PDMG) makes contact with assigned Applicant representatives to obtain general information about the Applicant and disaster impacts, and to identify the next steps.

PA Group Supervisor (PAGS) – Provides Disaster Overview Briefing to PDMGs and other PA staff including Recipient staff, Environmental and Historical Preservation (EHP) and Hazard Mitigation Assistance (HMA) staffs.

Program Delivery Manager (PDMG) – Applicant's primary point of contact (POC).

Program Delivery Task Force Leader (PD TFL) – Conducts an initial "Sit-With" for each PDMG to assess skill sets and experience and then makes a recommendation to the PAGS for Applicant assignments.

Recovery Scope Meeting (RSM) – Formerly Kickoff Meeting.

Site Inspector Task Force Leader (SI TFL) – Coordinates with the PDMG to ensure requested time for site visit is available after which the PDMG submits the *Site Inspection Work Order*.

Specialized Project Manager (SPPM) – Formerly Project Officer.

See [fema.gov/new-public-assistance-delivery-model](https://www.fema.gov/new-public-assistance-delivery-model) for more information.



**BUILDING SAFER,
STRONGER
COMMUNITIES**



the **NEW** 10 things to know about **funding** hazard mitigation

EDUCATE
to
MITIGATE™



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PURPOSE OF THIS PUBLICATION: It is an introductory guide to hazard mitigation funding.

THIS PUBLICATION IS INTENDED: For Office of Homeland Security and Emergency Preparedness (OHSEP) Directors, parish-level officials and staff and other hazard mitigation stakeholders who may be involved in the identification of local hazard mitigation projects and management of FEMA Hazard Mitigation Assistance (HMA) grants. Its purpose is to help create a better understanding of available funding, who can apply, how to apply, the benefits of applying and how each grant can be used.

10 things to know about hazard mitigation

1 WHAT IS HAZARD MITIGATION?

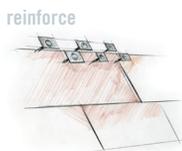
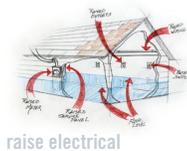
Hazard mitigation is **any sustained action taken to reduce or eliminate future risk to people and property** from natural and man-made hazards and their effects. **Raising** homes, wind retrofits (roof tie-downs, window shutters, etc.) for critical facilities, drainage improvements, acquiring flood-prone structures and **flood control** are some of the more visible examples of mitigation.

Mitigation is smart, responsible and it's **cost-effective!**

For every \$1 spent on mitigation, approximately \$4 are saved in future reduced losses.

*United States Congressional Budget Office, *Potential Cost Savings from the Pre-Disaster Mitigation Program, 2007.*

CLEARLY IT PAYS TO MITIGATE!



2 WHAT IS THE DIFFERENCE BETWEEN MITIGATION AND PREPAREDNESS?

They are similar. Both are intended to **reduce disaster impacts**. Planning where government services will be housed if established offices are damaged or destroyed in the wake of a disaster is an example of a **preparedness strategy**. Planning how to **locate, connect** with and **organize** staff after a disaster is a **preparedness strategy**.

Building and retrofitting so that structures can **withstand hurricane-force winds; elevating structures above flood waters; and relocating** structures to avoid the path of destruction are examples of **mitigation strategies**.

Levees — an important mitigation strategy — are included under other programs and are not in the Hazard Mitigation Assistance (HMA) program.

3 WHY IS HAZARD MITIGATION IMPORTANT?

- Louisiana has a history of **major hurricanes**, has experienced **hundreds of flooding events** and felt the impacts of damaging high winds, **tornadoes** and **ice storms**.

- Louisiana topography places Louisiana structures at risk for repetitive damage from flooding and high winds.
- Disaster impacts to Louisiana have totalled **BILLIONS** of dollars in damages and well over a thousand lost lives.
- While most disasters cannot be avoided, hazard mitigation strategies can **break** the cycle of destruction, **lessening the loss of life and property damage**.

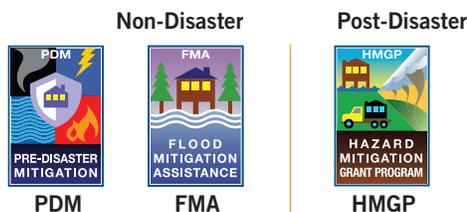
The bottom line: **Hazard mitigation strategies help us build safer, stronger, smarter and more resilient communities better prepared to withstand future disasters.**

4 ARE THERE FUNDS OR RESOURCES TO HELP COMMUNITIES IMPLEMENT HAZARD MITIGATION STRATEGIES?

YES! Federal Emergency Management Agency (FEMA) **Hazard Mitigation Assistance (HMA)** programs are important opportunities and resources.

- There are **TWO non-disaster grants** available on **annual funding** cycles.
- Plus, there is the Hazard Mitigation Grant Program (HMGP) available **after a Presidentially declared disaster**.

We call these programs **the big 3**. The Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) administers them.



Non-Disaster Grants:

Pre-Disaster Mitigation (PDM)

Flood Mitigation Assistance (FMA)

Post-Disaster Grant:

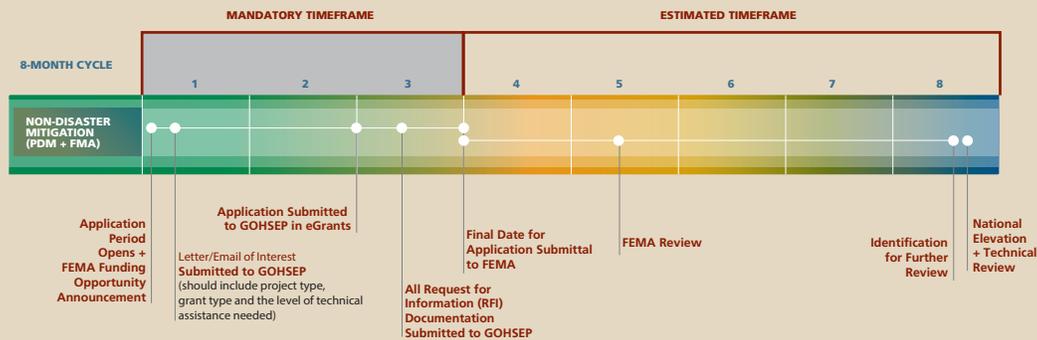
Hazard Mitigation Grant Program (HMGP)

There are also a number of other **grants** that may include mitigation or mitigation-related **technical assistance** and **funding** resources within other Federal agencies and programs. Check out the following link: www.fema.gov/library/viewRecord.do?id=2152 and download the document: *Disaster Assistance: A Guide to Recovery Programs*; OR visit www.cfda.gov and download *Catalog of Federal Domestic Assistance*.

5 WHAT ACTIVITIES CAN BE FUNDED BY HAZARD MITIGATION GRANT DOLLARS?

- At-Risk Property Acquisition (including demolition and relocation)
- Structure Elevation
- Dry Floodproofing (e.g. sealing a building) of Historic Residential and Non-Residential Structures
- Minor Localized Flood Reduction Projects (e.g. drainage projects)
- Hazard Mitigation Planning
- Retrofitting of Existing Buildings and Facilities (roof straps, hurricane screens, elevate HVAC and utility panels, etc.)
- Safe Room Construction
- Soil Stabilization (e.g. erosion control, sinkhole mitigation, etc.)
- Wildfire Mitigation
- Elevate Roads
- Culvert/Bridge Enlargements, etc.
- 5% Initiative Projects (flex projects such as code enforcement, community education, generators, outreach, etc.)

sample non-disaster ANNUAL grant cycle (FY14)



There is some overlap between grants. For help in determining which grant is best for you contact your GOHSEP Hazard Mitigation State Applicant Liaison (HM SAL) for assistance.

6 WHO CAN APPLY FOR the big 3?

State and local governments, certain private nonprofits and Federally recognized Native American tribes are eligible to apply for grants or sub grants.

Individuals are NOT eligible to apply for hazard mitigation funding. However, an eligible Applicant may apply for funding to mitigate private structures.

7 UNDER WHAT CONDITIONS AM I ELIGIBLE TO APPLY FOR ONE OF THE TWO (2) NON-DISASTER ANNUALLY FUNDED HAZARD MITIGATION GRANTS?

You are an eligible Applicant if:

- You are a parish or local jurisdiction and have a FEMA-approved *Hazard Mitigation Plan* (HMP).
- You are a **municipality** that participated in the development of your parish HMP and your governing authority has formally adopted it.
- You are a **State agency, Federally recognized tribal government** or **local government**.
- You are a **nonprofit organization** that provides governmental-type services (e.g. hospitals, schools, day care, etc.). Check with your local Office of Homeland Security and Emergency Preparedness (OHSEP) or the GOHSEP HM SAL for your region to learn more.
- Your project is located in a **National Flood Insurance Program (NFIP)-participating community**.

NOTE: If you are a homeowner and have flood insurance, contact your parish to inquire about non-disaster grants.

non-disaster grants

ELIGIBLE APPLICANTS	PDM	FMA	HMGP
State Agencies	✓	✓	✓
Federally Recognized Tribal Governments	✓	✓	✓
Local Governments	✓	✓	✓
Private Nonprofit Organizations	*Able to apply through local jurisdiction.		✓

8 DOES MY HAZARD MITIGATION ACTIVITY HAVE TO BE INCLUDED IN OUR LOCAL, FEMA-APPROVED HMP TO BE ELIGIBLE FOR GRANT FUNDING?

YES. If your proposed activity is not listed in your local *Hazard Mitigation Plan*, contact your OHSEP Director.

9 IF MY PARISH IS THE RECIPIENT OF A HAZARD MITIGATION GRANT PROGRAM (HMGP) ALLOCATION, ARE WE STILL ELIGIBLE TO APPLY FOR NON-DISASTER GRANTS?

YES. The TWO (2) non-disaster grants (PDM, FMA) are available on annual funding cycles and independent of post-disaster HMGP allocations.

10 GRANTS OFTEN REQUIRE A NON-FEDERAL MATCH. HOW CAN MY COMMUNITY MEET THE MATCH?

In addition to simply writing a check, there are many other ways to meet the non-Federal match **withOUT** writing a check.

For example:

- State, local government, homeowner **contributions**, or any combination of these can be used to meet the non-Federal match.
- **In-kind** labor, equipment, supplies and materials (owned, controlled and operated by the Applicant) used on the project can be applied to the non-Federal match.
- Third-party contributions of **volunteer services**, **donated supplies** or **loaned equipment** or **space** are possibilities for meeting the match.
- **Community Development Block Grant (CDBG)** funds may also be used.

Do not let a non-Federal match requirement prevent your community from applying for hazard mitigation grants.

For more information, contact your HM SAL.

find us on the web!

getagameplan.org



the big 3

eligible activities

Eligible activities for funding under the Hazard Mitigation Assistance (HMA) programs fall into the following categories. Check with your GOHSEP Hazard Mitigation State Applicant Liaison (HM SAL) for details.

NON-DISASTER ANNUAL GRANTS



	PDM	FMA	HMGP
1. Mitigation Projects	✓	✓	✓
At-Risk Property Acquisition and Structural Demolition	✓	✓	✓
At-Risk Property Acquisition and Structural Relocation	✓	✓	✓
Structure Elevation	✓	✓	✓
Mitigation Reconstruction		✓	
Dry Floodproofing of Historic Residential Structures	✓	✓	✓
Dry Floodproofing of Non-Residential Structures	✓	✓	✓
Minor Localized Flood Reduction Projects	✓	✓	✓
Structural Retrofitting of Existing Buildings	✓		✓
Non-Structural Retrofitting of Existing Buildings and Facilities	✓	✓	✓
Safe Room Construction	✓		✓
Wind Retrofit for One- and Two-Family Residences	✓		✓
Infrastructure Retrofit	✓	✓	✓
Soil Stabilization	✓	✓	✓
Wildfire Mitigation	✓		✓
Post-Disaster Code Enforcement			✓
Generators	✓		✓
5% Initiative Projects			✓
2. Hazard Mitigation Planning	✓	✓	✓
3. Management Costs	✓	✓	✓

Pre-Disaster Mitigation (PDM):

The PDM Grant Program, provides resources to assist States, Tribal governments, territories and local communities to reduce overall risk to the population and structures from future hazard events, while also reducing the reliance of Federal funding from future disasters.

Flood Mitigation Assistance (FMA):

The FMA Grant Program provides resources to assist States, Tribal governments, territories and local communities in their efforts to reduce or eliminate the risk of repetitive flood damage to buildings and structures insurable under the National Flood Insurance Program (NFIP) as authorized by the National Flood Insurance Act of 1968, as amended.

Hazard Mitigation Grant Program (HMGP):

The HMGP provides grants to states and local governments after a major disaster declaration. HMGP was created to reduce the loss of life and property due to natural disasters and provides resources for the implementation of mitigation measures during recovery from a disaster. The State determines how projects are selected for funding and FEMA reviews for eligibility.

HOW NON-DISASTER GRANTS COMPARE



- 75% Federal share/ 25% non-Federal match required.
- 90% Federal share/ 10% non-Federal match
- *If small impoverished community.
- Grant determination is nationally competitive.

- 75% Federal share/ 25% non-Federal match required.
- RL: 90% Federal share/ 10% non-Federal match required.
- SRL: 100% Federal share/ 0% non-Federal match required.
- Grant determination is nationally competitive.

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WHAT IS A FEDERAL DISASTER DECLARATION?

There are TWO (2) types of Federal Disaster Declarations. BOTH REQUIRE THIS MINIMUM STANDARD: The incident is of such *severity* and *magnitude* that effective response is beyond the capabilities of the State and affected local or Tribal governments.

EMERGENCY 44 CFR 206.35	MAJOR 44 CFR 206.36
<ul style="list-style-type: none"> Threat to the State OR event occurs that does not reach the major declaration threshold. 	<ul style="list-style-type: none"> Once a catastrophe has occurred, Federal assistance is necessary to supplement the efforts and available resources of State, local governments, disaster relief organizations, and compensation by insurance for disaster-related losses.
<ul style="list-style-type: none"> Must be submitted by the Governor within five (5) days of the need (but no longer than 30 days after the incident). 	<ul style="list-style-type: none"> Must show an estimate of the amount and severity of damages.
<ul style="list-style-type: none"> Federal assistance is required to save lives and protect property, public health and safety, or to <i>lessen or avert</i> the threat of a disaster. 	<ul style="list-style-type: none"> Must describe the nature and amount of State and local resources already committed.
<ul style="list-style-type: none"> Only possible assistance: Category A, Category B and Direct Federal Assistance (DFA)*. 	<ul style="list-style-type: none"> Possible assistance: Categories A - G and Direct Federal Assistance (DFA)*.

*When the State and local government lack the capability to perform or to contract for eligible emergency work and/or debris removal, the Subrecipient (Applicant) may request that the work be accomplished by a Federal agency. DFA is subject to cost sharing provisions and eligibility criteria.

Governor's Requests

Factors considered when evaluating a **Governor's Request** for a **Major Disaster Declaration** (44 CFR 206.48):

 FEMA PUBLIC ASSISTANCE (PA)	 FEMA INDIVIDUAL ASSISTANCE (IA)
<ol style="list-style-type: none"> Estimated cost of the assistance (per capita indicator threshold). Localized impacts. Insurance coverage in force. Hazard Mitigation (HM). Recent multiple disasters. Programs of other Federal assistance. 	<ol style="list-style-type: none"> Concentration of damages. Trauma. Special needs population. Voluntary agency assistance. Insurance. Average amount among Individual Assistance (IA) by State.

A Governor may request an **Emergency Declaration** and subsequently request a **Major Declaration**. **FEMA** may roll the Emergency Declaration into a **Major Declaration**.

Appealing a denial of a Disaster Declaration (44 CFR 206.46): An appeal must be made within **30 days** after the denial and is a one-time request for consideration. It must include a justification and/or additional information from the original request for declaration.



Tribal Rule

A Tribe has the option to request an **Emergency** or **Major Disaster Declaration** independently of the State. For more information or assistance in requesting an independent Tribal Emergency or Major Disaster Declaration, please contact Tribal Affairs — Phone: 202-646-3444 Online: [fema.gov/tribal](https://www.fema.gov/tribal)

